Jaquilyn P. Balauta

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# OBJECTIVE:

Seeking a challenging opportunity where I will be able to utilize my strong organizational skills

Educational background and ability to work with people which will allow me to grow personally and professionally.

# ACADEMIC BACKGROUND:

## Tertiary :Bachelor in Elementary Education

**Mater dei College Tubigon Bohol**

SY :2015-2019

*Secondary* :**Holy Cross Academy**

Pooc Oriental Tubigon Bohol

SY:2012 -2015

*Primary*  : **Tubigon West Central, Elementary School**

Pooc Oriental Tubigon Bohol

SY: 2006-2012

# WORK EXPERIENCE:

* GIP Government Internship Program

DOLE ( October 2019 – March 2020)

## SKILLS:

* Computer Literacy Proficient in MS Word MS excel MS Powerpoint
* Communication comfortable writing and speaking